



DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 445-6410

June 17, 1985

ALL-COUNTY INFORMATION NOTICE NO. 1-53-85

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) INDIVIDUAL PROVIDER PAYMENT FOR SERVICES

As you know, Labor Code Section 204 requires payment to Individual Providers for work performed the first half of the month (1-15) to be made no later than the 26th of the month and payment for work performed the second half of the month (16-31) to be paid no later than the 10th of the following month. Payment to Individual Providers by these dates, however, is contingent upon several prerequisites being met such as prompt receipt of the timesheet and immediate entry into the Payrolling System after review and approval by county staff.

Please instruct your IHSS Payrolling staff to remind IHSS Individual Providers of the importance of mailing their completed timesheets promptly to the county office printed on the bottom of their timesheet after the pay period has ended. In addition, please ensure that all timesheets received by your staff are entered into the IHSS Payrolling System immediately after review and approval by your staff.

The above actions will help to ensure compliance with Labor Code Section 204 and timely payment to IHSS Individual Providers for services provided.

If you have any questions about this notice, please contact your IHSS Systems Management Consultant at (916) 322-6320 or ATSS 492-6320.

Sincerely,

A handwritten signature in cursive script, reading "Loren D. Suter", is written over the typed name.

LOREN D. SUTER  
Deputy Director  
Adult and Family Services

cc: CWDA